Academic Program Review
External Review Report Guide

1. Executive Summary

2. Contributions to the Discipline
   a. To which subfields of the discipline does the department make the most significant scholarly, creative, or clinical contributions (as appropriate)?
   b. To what extent are the faculty number and composition sufficient to support the research and educational missions of the department?
   c. Based on your knowledge of similar departments in the discipline, evaluate the overall strength of the department.

3. Quality of the Department’s Undergraduate and Graduate Programs
   a. For each of the department’s programs, evaluate the quality and currency of the curriculum in terms of disciplinary standards and trends.
   b. Evaluate the quality of both incoming and graduated students in the department’s programs, relative to discipline-specific norms.
   c. Based on your professional experience, are the enrollment, retention, and graduation rates appropriate? If not, what changes might the department make to improve them?
   d. Are there appropriate resources and support structures for the department’s educational programs?
   e. Evaluate the potential for growth of the department’s graduate programs.

4. Quality of the Department’s Research Culture
   a. Based on your knowledge of the discipline, what is your assessment of the quality of the department’s faculty?
   b. From a disciplinary perspective, what is your assessment of the research areas in which the department is already strong, and areas with the potential for further growth?
   c. What is your assessment of the support structures for faculty and student research (e.g., grant-writing support, travel grants, laboratories, student funding, administrative support, etc.)?
   d. Do you have any recommendations for improvements in the department’s research culture, productivity, and results?

5. Goals
   a. Are the goals the department has outlined in its self-study appropriate for the unit?
   b. Are they in accord with disciplinary trends?
   c. Are the priorities reasonable?
   d. Are the resource needs realistic?
   e. Are any changes or additions warranted?

6. Summary and Recommendations
   a. Summarize the department’s major strengths and challenges.
   b. List your recommendations.

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